Job Hazard Analysis Worksheet

Note: The format of this form may be changed to suit the user

Task/Job:	Code/Facility/Room:	Revision:	Revision Date:
PPE:	Completed by/Date:	Approved by/Date:	

Basic Task/Job Steps or Sequence	Potential Hazards	Hazard Controls

Job Hazard Analysis Worksheet

Note: The format of this form may be changed to suit the user

Basic Task/Job Steps or Sequence	Potential Hazards	Hazard Controls

Job Hazard Analysis Worksheet

Note: The format of this form may be changed to suit the user

Job Hazard Analysis Worksheet

Note: The format of this form may be changed to suit the user

The Job Hazard Analysis is required for potentially hazardous operations/tasks. For tasks or processes involving laboratory chemicals and hazardous operations, a Chemical Process Hazard Analysis (PHA) should be used.

In addition to the JHA, an Area Hazard Analysis (AHA) is a non-mandatory assessment tool used to help supervisors determine the types of potentially hazardous work or processes that are being performed in their areas. The AHA will provide checklists that allow the supervisor to identify area hazards and take correct measures to either eliminate or reduce their risks.

1. What is a JHA?

A JHA is a method of performing a hazard analysis on each specific task that could involve a hazard. This checklist follows the format and methodology of OSHA pamphlet 3071, "Job Hazard Analysis," available at http://www.osha.gov/Publications/osha3071.pdf .

The format of the JHA Form is optional, and may be changed to suit the user's needs. A sample JHA is provided at the end of these instructions.

2. What are the advantages of a JHA?

The big advantage of a JHA is that the employees are involved from the beginning in reviewing their tasks to see if they can do their jobs more safely. Employees also work in partnership with their supervisors to improve their job safety.

3. What are the disadvantages of a JHA?

The disadvantage to a JHA is that you must review each task you do in great detail to do an adequate analysis. Management must be prepared to make changes to tasks or job conditions that may affect the cost of the operations. Although this technique is one way of doing a hazard analysis, it can be timeconsuming if used on large-scale operations or facilities.

4. Get employees involved in doing JHAs

Employees must be involved in the JHA. This shows that the supervisor is interested in the employee's safety, and the employee has the most comprehensive knowledge of the job being analyzed.

5. Where should I start?

You start a JHA by asking the following questions:

- What job has the highest injury or illness rates?
- What job has the highest close call rates?
- Is the job a new job that has never been done before?
- Has the job changed?
- Have I looked at the job and the general conditions that might affect how the job is being done?
- Have I developed a checklist for the job?

After you have answered these questions, follow the steps in paragraphs 6 – 10.

6. Begin by asking questions. You should add other questions for situations unique to your task.

Ask questions such as:

- Are there materials on the floor that could trip a worker?
- Is lighting adequate?
- Are there any live electrical hazards at the job site?
- Are there any explosive hazards associated with the job or are they likely to develop?
- Do tools, including hand tools, machines, and equipment, need repair?
- Does excessive noise in the work area hinder worker communication and increase the risk of hearing loss?
- Is fire protection equipment readily accessible and have employees been trained to use it?
- Are emergency exits clearly marked?
- Are trucks or motorized vehicles properly equipped with brakes, overhead guards, backup signals, horns, steering gear and identification, as necessary?
- Are all employees operating vehicles and equipment properly trained and authorized?
- Are employees wearing proper personal protective equipment (PPE) for the jobs they are doing?
- Have any employees complained of headaches, breathing problems, dizziness, or strong odors?
- Is ventilation adequate?
- Does the job involve entry into a confined space?
- Have there been any tests for oxygen deficiency and toxic fumes?
- Are there systems that require lockout/tag out procedures?
- Does this job require special handling procedures for chemicals or pyrotechnics?
- Are there any other questions that might be appropriate?

7. Break down the job into specific steps that are required to do the job.

List each step of the job in order of occurrence as you watch the employee doing the job. Make sure that you record enough information about the task to be able to analyze the task properly, but not in too much detail.

Identify hazards associated with each job task

Ask questions such as:

- Is the worker wearing clothing or jewelry that could get caught in the machinery?
- Are there fixed objects that may cause injury, such as sharp machine edges?
- Can the worker get caught in or between machine parts?
- Can reaching over moving machinery parts or materials injure the worker?
- Is the worker off-balance at any time?
- Is the worker positioned at the equipment in a way that is potentially dangerous?
- Is the worker required to make movements that could cause hand or foot injuries, repetitive motion injuries, or strain from lifting?
- Can the worker be struck by, lean against, or strike a machine part or object?
- Do suspended loads or potential energy pose a hazard?
- Can the worker fall from one level to another?

Job Hazard Analysis Worksheet

Note: The format of this form may be changed to suit the user

7. Break down the job into specific steps that are required to do the job (Continued)**.**

- Can the worker be injured from lifting objects, or from carrying heavy objects?
- Do environmental hazards, such as, dust, chemicals, radiation, welding rays, heat, or excess noise, result from the performance of the job?

Repeat the job observations as often as necessary until you have identified all hazards.

8. Evaluate the hazard that you have identified.

Remember to look at possible events that could cause an injury or illness from each of the hazards identified. Some typical questions you might use to evaluate the hazards are:

- Is the worker wearing protective clothing and equipment, including safety belts or harnesses that are appropriate for the job?
- Does it fit properly?
- Has the worker been trained to use appropriate Personal Protective Equipment?
- Are work positions, machinery, pits or holes, and hazardous operations adequately guarded?
- Are lockout procedures used to deactivate machinery during maintenance procedures?
- Is the flow of work improperly organized?
- How are dusts and chemicals dispersed in the air?
- What are the sources of noise, radiation and heat?
- What causes a worker to contact sharp surfaces?
- Why would a worker be tempted to reach into moving machine parts?

9. Recommend controls for each hazard

Use the most reliable controls possible.

Review the controls with the employee doing the job to determine whether the job could be done differently to eliminate the hazards, or whether training is needed to recognize hazards.

If safer and better job steps can be used, list each new step.

List exactly what the worker needs to know to do the job using the new methods.

If hazards are still present, try to reduce the necessity for doing the job or the frequency of doing the job.

10. What do I do after I complete a JHA?

Review the JHA each year or when any conditions or operations change.

Job Hazard Analysis Worksheet

Note: The format of this form may be changed to suit the user

Job Hazard Analysis Worksheet

Note: The format of this form may be changed to suit the user

Task/Job:	Code/Facility/Room:	Revision:	Revision Date:
Office Work	350/All	A	10/21/11
PPE:	Completed by/Date:	Approved by/Date:	
None	10/22/11	P. Hancock 10/22/11	

Basic Task/Job Steps or Sequence	Potential Hazards	Hazard Controls
Using a computer	Repetitive Stress injuries and other injuries related to fatigue and posture. (Ergonomic issues).	• Ensure proper adjustment of key board and screen, and proper lighting is provided (ergonomic evaluation should be provided) • Use of frequent work breaks to avoid fatigue and stiffness to individual's neck, hands, and joints
Filing	Impacts to hands and fingers due to drawers or doors. Tripping over open drawers. Top heavy file cabinets or unsteady bookcases tipping over. Safe accessibility to bookcases and other stacked furniture.	• Inspect cabinets to ensure heavy items loaded in the bottom and cabinets are loaded from the bottom up • Ensure employees know not to open more than one drawer at a time if the cabinet does not have interlocks. • Ensure sectional bookcases or other stacked furniture are attached to the wall or stacked low enough to ensure stability and safe accessibility
Using office tools (scissors, paper cutters, staplers, staple pullers, etc.)	Paper cuts, lacerations, (knives/scissors, finger/hand pricks (staplers, push pins, etc.). Carrying sharp objects without protection/designed safety holder. Non-use of paper cutter safety lock.	• Ensure that employees cut away from themselves • Use tools only as designed • Do not put sharp or pointed items in pockets • Make sure paper cutter is down and locked when not in use and when it's use is completed
Answering the phone	Reaching injuries. Neck fatigue if in use a long time. Telephone device/cord creating a potential tripping/ falling hazard.	• Brief employees to place phone within easy reach • If the employee uses the phone for extended periods, consider using wireless/blue tooth technology, if available • Make sure phones are placed on desks properly and cords do not create a tripping/falling hazard
Lifting and moving equipment	Lifting objects over 35 lbs may cause back injuries. Carting objects over 35 lbs may cause tripping or falling hazard within unsecured common areas, i.e. hallways; office-to-office.	• Instruct employees in proper lifting methods and ensure they ask for help for loads over 35 lbs. • Ensure use of proper carting methods for > 35 lbs objects • Secure area for oversized materials move(s)

Job Hazard Analysis Worksheet

Note: The format of this form may be changed to suit the user

Basic Task/Job Steps or Sequence	Potential Hazards	Hazard Controls
Mold, dirt, food products left in area	Allergens, exposure to bacteria, or other sensitivities. Unregulated, unfiltered or improper temperatures which promote allergen, bacterial or mold growth.	• Ensure food and other products that may present a bacterial issue are regularly removed and cleaned • Note expiration dates of any food products • If mold or other suspected allergies causing material is present, instruct the employee to report incident and its location to the Trouble Desk (6-5555)
Housekeeping/material storage	Tips, slips, falls, lacerations, bruises, abrasions, etc. due to clutter or wet areas on floors.	• Inspect areas for cleanliness and tripping hazards, including wet floor areas • Clean/remove items interfering with egress or request custodial support, where necessary
Working with electrical equipment (computer), using a refrigerator, microwave or coffee pot	Shock or fire due to frayed electrical cords, damaged plugs, over loaded circuits. Storage of hazard mediums and combustibles near electrical cords or electrical outlets that may cause a tripping, falling, or potential fire hazard situation. Overload of power receptacles with high draw power devices create potential overheating, shorting or power line breaks.	• Inspect electrical cords and plugs for condition prior to use; no frayed or exposed wiring • Ensure surge protectors and extension cords are not over loaded • Remove all combustible products placed near electrical cords • Ensure coffee pots and space heaters are plugged directly into wall outlets; preferable to use separate outlet receptacles for each high draw appliance
Using office furniture	Broken or damaged furniture collapse causing injury. Use of chairs, tables and desks as intended. Use of step stools or small ladders to reach high objects.	• Ensure chairs, tables and desks are in good repair prior to using. If damaged, excess/replace defective or questioned item • Ensure that chairs, tables and desks are used as they were designed and intended to be used; proper use of item • Enlist other individuals to steady/hold ladder, if used
Note: Additional information must be added if the employee goes into lab areas or is subjected to other hazardous outside their office		